



## AN EMERGENCY PREPAREDNESS PACKET FOR HAWAI'I RESIDENTS

**Don't wait — prepare now**

**This packet is made up of six parts:**

1. HOUSEHOLD DATA SHEET
2. FAMILY EMERGENCY PLAN
3. EMERGENCY SUPPLY KITS
4. HEALTH AND MEDICAL INFORMATION
5. PEOPLE WITH SPECIAL HEALTH NEEDS OR  
OTHER ACTIVITY LIMITATIONS
6. PET EMERGENCY PLAN



**Plan To Be Ready!** was developed to promote emergency preparedness at the individual, community, agency, and county levels. Additional copies may be obtained by calling (808)586-4442.



August 2006

Aloha Kakou,

This special edition of the **Plan To Be Ready!** packet is to remind all Department of Health employees of the importance of having a family plan and preparing for a natural disaster or other emergency. As state workers, we must all be prepared to take the role of a civil defense worker during times of emergency.

Every employee should have a plan to take care of their families and themselves during an emergency. This includes having a “go kit” of emergency supplies that can be immediately taken with you.

Our public health employees are highly committed, resourceful, creative, responsible and passionate about serving the people of Hawaii. These traits are critical during an emergency where helping one another will require cooperation and a basic understanding of emergency preparedness principles.

Each division, branch, section, attached agency and administrative office within our Department of Health has been instructed to develop a plan for contacting program staff and organizing their role as part of an overall emergency response effort.

We hope that you will find the information in this packet useful in planning for your individual and family safety. This information can also act as a springboard for further discussion and action within your community. We thank the Maui District Health Office and the Maui Interagency Working Group on Special Health Needs who together developed this useful package of information that we have modified with their permission for statewide use.

Additional copies of this booklet are available through the DOH Communications Office, call 586-4442.

E kuahui like i ka hana.

(Let everyone pitch in and work together.\*)

Chiyome Leinaala Fukino, MD  
Director



## HAWAII STATE DEPARTMENT OF HEALTH

Welcome to your **Plan To Be Ready!** packet, intended to get you started in thinking about how you and your family can prepare for a natural disaster or other emergency. **Preparing for an emergency is the responsibility of everyone.** The more prepared each family is, the better off we will all be as a community.

Use this booklet along with materials from other organizations, such as those listed on the back cover, to help you get started.

The most important thing is to start taking steps *now*.

One thing everyone needs to know is what to do when you hear the Civil Defense siren: **TURN ON YOUR RADIO AND TUNE IN TO A LOCAL STATION THAT IS PART OF THE EMERGENCY ALERT SYSTEM (EAS).** Sirens are tested on the first working day of each month.

Emergency planning and preparedness can seem like an overwhelming task. This tool has been created to walk you through, step-by-step, and is vital for all Hawaii households. Please fill it out and encourage your family and neighbors to do the same. Place it in a clear plastic bag to keep it dry, and store it on your refrigerator door or in another easily accessible place.

# 1: HOUSEHOLD DATA SHEET

Use this sheet to keep the information about all of your household members in one place. Be sure to write down phone numbers that are stored in your cell phone, in case you lose it or your battery runs out of power. Update it when information changes, especially phone numbers. Consider keeping recent photos of all household members together with this sheet. **Note: There is a separate section (#4) in this packet for extensive medical and health information to be recorded.**

Date: \_\_\_\_\_

Family (Last) Name :			Home Phone	
Street Address:	Apt. #:	Town:		
Emergency Contact Names and #s:		Car License Plate Number(s):		
Neighbor Phone		E-mail Addresses:		
Last Name	First Name	Age	Sex	Cell Phone



# HOUSEHOLD DATA SHEET



Use this side if you need to add additional household members.

Last Name	First Name	Age	Sex	Cell Phone

Keep this document and all important information in a secure place.  
Do not give Social Security #s, dates of birth, etc. to anyone except trusted individuals.

## 2: FAMILY EMERGENCY PLAN

Date: \_\_\_\_\_

Use this page to plan and write down what you will do in the event of a disaster.

- Your family may not be together when disaster strikes, so plan how you will contact each other and review what you will do in different situations.
- Assess your home to determine under what circumstances you could stay at home and when you would need to evacuate to a shelter.
- Decide which emergency shelter you will go to if an evacuation is announced. (Lists of evacuation shelters are available from county Civil Defense offices and their websites.)

**Neighborhood meeting place (if we need to leave our house):** \_\_\_\_\_

If there is a phone number at the meeting place, write it here: \_\_\_\_\_

**Alternate meeting location (in case neighborhood is inaccessible):** \_\_\_\_\_

If there is a phone number at the meeting place, write it here: \_\_\_\_\_

**If unable to find each other or make contact by phone,** we will call \_\_\_\_\_

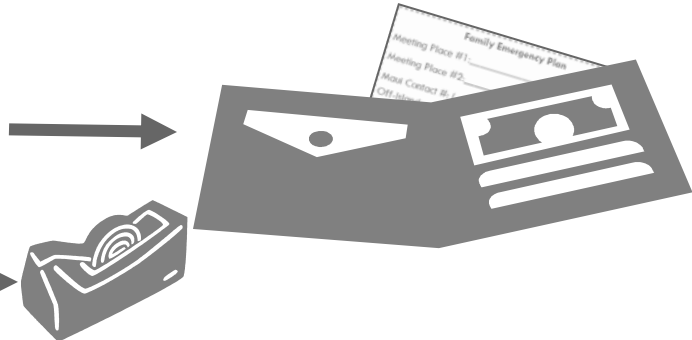
at (     ) \_\_\_\_\_ to check in. (The American Red Cross suggests that this contact be an out-of-state number, as sometimes distant phones can be reached even when local phones are down.) Alternate out-of-state number: \_\_\_\_\_

**Emergency shelter location:** \_\_\_\_\_

*The information above should be made known to all family members.*

Make wallet-sized cards for members of your household to carry at all times (see separate sheet for template, or make your own).

Laminate or tape over each card to make it waterproof.



**If a major storm or other disaster is expected, there are several shelter options you should be familiar with. Listen to your radio to hear the latest information from Civil Defense.**

1. **SHELTER IN PLACE**—This means you should stay indoors where you are until authorities tell you it is safe or you are told to evacuate.
2. **SHELTER WITH FAMILY OR FRIENDS**—If your house is not hurricane safe and you know someone whose house is safer, ask them to take you in for the duration of the storm.
3. **EVACUATE TO A SHELTER**—If authorities decide to evacuate the area you live in, it will be announced over the radio (via the Emergency Alert System).

Do not return to your house unless you are sure it is safe. It may be necessary to have the electricity turned off at a main switch, which you should not do yourself unless you are trained to do so.

**Keep the following numbers handy so you don't have to look for them in the middle of an emergency.**

Note: there is a separate section for important medical and health information (section 4).

<b>Name</b> ▼	<b>Phone</b> ▼	<b>Comment</b> ▼
School:		
School:		
School:		
Work:		
Work:		
Babysitter:		
Babysitter:		
After School Program:		
Day Care:		

### **Insurance/Legal**

<b>Company / Name</b> ▼	<b>Phone</b> ▼	<b>Policy #</b> ▼
Homeowners/ Rental Insurance		
Car Insurance:		
Life Insurance:		
Disability Insurance:		
Lawyer:		

# 3: EMERGENCY SUPPLY KITS

Everyone should be ready for an emergency such as a hurricane, flu epidemic, or tsunami. A major disaster could interrupt water, electricity, phone, and gas services, as well as limit the availability of supplies in local stores. It could take weeks for stores to be replenished, so keep your emergency kits stocked and ready!

Prepare a **Home Survival Kit**. This is in case you are told to shelter-in-place (stay indoors) or the roads are closed due to storm, landslide, or other disasters. For such situations you should have the following on hand:



- ☐ **Food** that does not require refrigeration or cooking—**enough for 1-2 weeks**
- ☐ **Water** in plastic containers, 2 to 4 quarts per person per day—the more the better; **enough for 1-2 weeks**
- ☐ **Radio & Flashlights**—Battery-powered, solar-powered, or crank-powered, **plus spare batteries**. Note: a lantern-style light is good for hands-free use.
- ☐ Plastic sheeting and duct tape to cover broken windows.

→ See next page for suggested emergency food items and “Car Kit” ideas.

Make a handy **Go-Kit** to take with you if you must evacuate your house. Make sure all family members know where the kit is kept. Put the following in a sturdy waterproof bag, backpack, or other container, preferably with wheels:

☐ All items listed above (for your Home Survival Kit) PLUS:

- |   |   |
|---|---|
| <input type="checkbox"/> ID cards                   | <input type="checkbox"/> Your completed “Plan to be Ready” packet (or a photocopy of it), complete with photos of household members & pets                      |
| <input type="checkbox"/> Sewing kit                 | <input type="checkbox"/> Copies of medical and insurance information  |
| <input type="checkbox"/> Duct tape                  | <input type="checkbox"/> Extra cash, including small denominations and coins  |
| <input type="checkbox"/> Safety pins                | <input type="checkbox"/> Extra prescription medication & medical equipment, (ask your doctor about how to store medications and how often to rotate the supply) |
| <input type="checkbox"/> Toilet paper               | <input type="checkbox"/> Protective, bright-colored clothing and footwear   |
| <input type="checkbox"/> Can opener                 | <input type="checkbox"/> Pens, paper, and a permanent marker  |
| <input type="checkbox"/> Tarp + Rope                | <input type="checkbox"/> Disposable gloves, disinfectant, unscented bleach  |
| <input type="checkbox"/> Thermometer                | <input type="checkbox"/> Gel (alcohol), baby wipes, washcloths to clean hands   |
| <input type="checkbox"/> Rescue whistle             | <input type="checkbox"/> Over-the-counter medication (anti-diarrhea, laxatives, pain and fever reliever, antibiotic ointment)                                   |
| <input type="checkbox"/> Blanket + Towels           | <input type="checkbox"/> Soap, toothpaste, toothbrushes, rubbing alcohol, towels, tampons, pads, diapers, baby formula  |
| <input type="checkbox"/> Mosquito repellent         | <input type="checkbox"/> Plastic bucket and gallon zip-lock bags to use as a makeshift toilet   |
| <input type="checkbox"/> Hats and sunscreen         |   |
| <input type="checkbox"/> First Aid kit & tweezers   |   |
| <input type="checkbox"/> Scissors, Knife/Multi-Tool |   |
| <input type="checkbox"/> Extra keys to car, house   |   |
| <input type="checkbox"/> Spare eyeglasses           |   |



→ See Section 6 about making an **emergency kit for pets**.



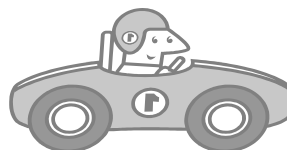


### SUGGESTED FOOD ITEMS AND SUPPLIES FOR EMERGENCY KITS:

- ☐ Canned tuna, beans, meat, fruit, etc. with flip-top lids (that do not require a can opener)
- ☐ Dry Cereal
- ☐ Nuts and dried fruit
- ☐ Graham crackers
- ☐ Peanut butter
- ☐ High-energy protein bars or snacks
- ☐ Beef jerky or similar protein item
- ☐ Bottled or canned juice
- ☐ Tea or instant coffee; sugar and powdered creamer; powdered juice or lemonade
- ☐ Comfort foods such as cookies, hard candy, sweetened cereals
- ☐ Plastic containers with lids
- ☐ Heavy duty garbage bags
- ☐ Liquid dish soap
- ☐ Aluminum foil or plastic wrap
- ☐ Packet of spices, salt & pepper
- ☐ Cloth or paper towels
- ☐ Utensils for cooking and eating
- ☐ Plates
- ☐ Plastic food bags
- ☐ Manual can and bottle opener
- ☐ Camp stove or hibachi

### CONSIDER KEEPING THE FOLLOWING ITEMS IN YOUR CAR:

- ☐ Rope
- ☐ Flares
- ☐ Shovel
- ☐ Work gloves
- ☐ Safety goggles
- ☐ Jumper cables
- ☐ Fix-a-flat (4 cans)
- ☐ Extra keys to house
- ☐ Water (1 gallon jugs)
- ☐ Fire extinguisher (ABC type)
- ☐ Local street map to locate shelter
- ☐ Tools—hammer, pliers, screwdrivers, pry bar, wrenches
- ☐ Cash in small denominations including coins for pay phones



# 4: HEALTH INFORMATION—

## MEDICATIONS, TREATMENTS, & MEDICAL CONDITIONS




**Please write down ALL your medications on this sheet, plus eyeglass and hearing aid information.** Make copies if you need more space. If more than one family member takes medications, copy this page and make a separate list for each person. If dose or medication changes, cross out the entire row and write new information on a new line.


Medical conditions/Treatments needed:

Allergies:

Special diet needs:

Patient name:	Date:		
Medication name ▼	Current dose & frequency	Purpose	Note

	<b>Eyeglass Prescription</b>
 <b>Right Eye:</b>	
 <b>Left Eye:</b>	

<b>Hearing Aid Info</b>	
<b>Battery Type</b>	

# HEALTH INFORMATION—

## PHONE & POLICY NUMBERS

Important medical contact information	Name or Company	Phone	Policy #/Comment
Doctor:			
Doctor:			
Doctor			
Clinic:			
Clinic:			
Hospital:			
Dentist:			
Eye Doctor or Optician:			
Pharmacy:			
Pharmacy:			
Medical Insurance:			
Medicaid or Medicare:			
Prescription Drug Coverage:			
Dental Insurance:			

Are the children in your household up-to-date on vaccinations? It's always a good idea to keep vaccination records in one place. You may want to include a copy here.

## 5: ADDITIONAL INFORMATION FOR PEOPLE WITH SPECIAL HEALTH NEEDS OR OTHER ACTIVITY LIMITATIONS

Anyone who is disabled or just not as strong as they used to be—anyone who has trouble walking, seeing, breathing, understanding, learning, or responding quickly—may require more careful planning and more time for evacuating their home. **You, your family, and your caregivers are in the best position to plan for your safety during and after an emergency or disaster situation. The time to start planning is now.**

**PLANNING TAKES TIME.** Many organizations across the nation have detailed information to help you with all the aspects of emergency preparedness. Most of these urge clients to undertake an extensive process of “getting ready,” including:

1. Getting informed
2. Making a plan
3. Assembling a kit
4. Maintaining your plan and kit

**TAKE THE FIRST STEP TODAY.** Arrange a meeting with your family and caregivers to talk about this important topic.

**SOME OF THE BEST ONLINE RESOURCES WERE WRITTEN BY AND FOR PEOPLE WITH DISABILITIES OR ACTIVITY LIMITATIONS.** We encourage you to look at these together with your family and caregivers:

[www.cert-la.com/ESP/ESP-Disabilities-Guide-2006.pdf](http://www.cert-la.com/ESP/ESP-Disabilities-Guide-2006.pdf)

[www.prepare.org/disabilities/evacuation.pdf](http://www.prepare.org/disabilities/evacuation.pdf)

[www.redcross.org/images/pdfs/preparedness/A4497.pdf](http://www.redcross.org/images/pdfs/preparedness/A4497.pdf)

[www.redcross.org/services/disaster/beprepared/seniors.html](http://www.redcross.org/services/disaster/beprepared/seniors.html)

[www.fifionline.org/images/PDF%20Files/Ready%20Final.pdf](http://www.fifionline.org/images/PDF%20Files/Ready%20Final.pdf)

## CAREGIVERS & AGENCIES WHO HELP YOU WITH DAILY ACTIVITIES:

Name or Company	Phone	Service Provided/ Schedule

## EMERGENCY PLANS:

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# 6: PET EMERGENCY PLAN



Date: \_\_\_\_\_

Family (Pet Owner's) Name :				
Street Address:	Apt. #:	Town:	Home Phone #:	Neighbor Phone#:
Vet & Kennel Contact #s:				
	Name of Pet	Type/Description/ID # (cats & dogs should have collar and tag)	Special Needs/Daily Food Needs/Comment:	
1				
2				
3				
4				

## Emergency Supplies for Your Pets

Keep a clearly labeled, waterproof, and easy to carry "**Pet Go-Kit**" to take pet supplies with you if you have to leave home in a hurry. Make sure that everyone in the family knows where it is. Items to consider keeping in or near your pack include:

- ☐ 1-2 weeks' worth of water and canned or dry food (dry food can get stale, so rotate stock quarterly)
- ☐ Extra harness and leash (Note: harnesses are recommended for safety and security)
- ☐ Photocopies of pet medical records in a waterproof container with **two-week supply of any medicine your pet requires** (Note: medications need to be rotated regularly, otherwise they may go bad)
- ☐ A traveling bag, crate or sturdy carrier, ideally one for each pet (see next page for more info)
- ☐ Especially for dogs: Long leash and yard stake, toys and chew toys, two week's worth of cage liner.
- ☐ For cats: Disposable litter trays (e.g. aluminum roasting pans) plus cat litter or paper towels
- ☐ Flashlight & batteries
- ☐ Liquid dish soap and disinfectant
- ☐ Disposable garbage bags
- ☐ Pet feeding bowls
- ☐ Pet first-aid kit and book
- ☐ Recent photos of your pets (in case you need to make "Lost Pet" posters)
- ☐ Manual can opener
- ☐ Blanket (for scooping up a fearful pet)



**Note: If pet has behavioral or health issues, attach a label to collar, leash, or carrier.**



## Recommendations from American Society for the Prevention of Cruelty to Animals

### *If you shelter in place during a hurricane...*

If emergency officials recommend that you stay in your home, it's crucial that you keep your pets with you. **Keep your "Pet Go-Kit" and supplies close at hand.** Your pets may become stressed during the in-house confinement, so you may consider crating them for safety and comfort.

- Determine well in advance which rooms offer safe havens. These rooms should be clear of hazards such as windows, flying debris, etc.
- Choose easy-to-clean areas such as utility rooms, bathrooms, and basements as safe zones.
- Access to a supply of fresh water is particularly important. In areas that may lose electricity, fill up bathtubs and sinks ahead of time to ensure that you have access to water during a power outage or other crisis. (Make sure small children do not have access to tubs of water as this could pose a drowning hazard.)
- In the event of flooding, go to the highest location in your home, or a room that has access to counters or high shelves where your animals can take shelter.

### *If you have to evacuate your home...*

Arrange a safe haven for your pets in the event of evacuation. **DO NOT LEAVE PETS BEHIND.** Remember, if it isn't safe for you, it isn't safe for your pets. They may become trapped or escape and be exposed to life-threatening hazards. It is possible that shelters will not accept pets because of health and safety regulations, so it is imperative that you have determined where you will bring your pets ahead of time:

- Contact your veterinarian for a list of boarding kennels and facilities.
- If possible, identify places outside the disaster area where you might be able to stay with your pet (or where your pet could be cared for while you are in a shelter).

### *About pet carriers*

A crate or carrier for your pet should be large enough for the animal to stand up, turn around, and stretch out. These should be available at pet stores—try to find one that is secure/escape-proof. For cats, the space between food and litter should be 3 feet if possible.

Get your pet used to the crate or carrier so they don't panic and run off at the moment that you need to evacuate.

## Information in this packet was drawn from:

Publication	Source
<ul style="list-style-type: none"> <li>Disaster Preparedness for Maui County: A Citizen's Guide</li> </ul>	<b>Maui County Civil Defense Agency</b> <a href="http://www.co.maui.hi.us/departments/CivilDefense/disaster.pdf">www.co.maui.hi.us/departments/CivilDefense/disaster.pdf</a>
<ul style="list-style-type: none"> <li>A Checklist for People with Special Needs</li> </ul>	<b>Hawaii State Civil Defense</b> <a href="http://www.scd.state.hi.us">www.scd.state.hi.us</a>
<ul style="list-style-type: none"> <li>Family Communications Plan</li> </ul>	<b>Department of Homeland Security</b> <a href="http://www.ready.gov">www.ready.gov</a>
<ul style="list-style-type: none"> <li>Your Family Disaster Supplies Kit</li> <li>Emergency Preparedness Checklist</li> <li>Preparing for Disaster for People with Disabilities and other Special Needs</li> <li>Food and Water in an Emergency</li> <li>Disaster Preparedness for Seniors by Seniors</li> </ul>	<b>American Red Cross and Federal Emergency Management Agency (FEMA)</b> <a href="http://www.redcross.org">www.redcross.org</a> <a href="http://www.prepare.org">www.prepare.org</a>
<ul style="list-style-type: none"> <li>Build a Kit</li> </ul>	<b>San Francisco Office of Emergency Services and Homeland Security</b> <a href="http://www.72hours.org">www.72hours.org</a>
<ul style="list-style-type: none"> <li>Keep It With You (KIWY) Personal Medical Information Form</li> </ul>	<b>Centers for Disease Control and Prevention</b> <a href="http://www.bt.cdc.gov">www.bt.cdc.gov</a>
<ul style="list-style-type: none"> <li>Emergency Pet Preparedness</li> </ul>	<b>American Society for the Prevention of Cruelty to Animals</b> <a href="http://www.asPCA.org">www.asPCA.org</a>
<ul style="list-style-type: none"> <li>Information Handbook for Emergency Preparedness</li> </ul>	<b>Hawaiian Electric Company and Maui Electric Company</b>
<ul style="list-style-type: none"> <li>Emergency Preparedness: Taking Responsibility for Your Safety</li> </ul>	<b>County of Los Angeles, Office of Emergency Management</b> <a href="http://www.cert-la.com/ESP.htm">www.cert-la.com/ESP.htm</a>

A special **mahalo** to the members of the Maui Interagency Working Group on Special Health Needs who contributed to this Emergency Preparedness Packet:



Maui District Health Office, Hawaii State Department of Health ; American Red Cross, Hawaii State Chapter; Kaunoha Senior Services, and Office on Aging, County of Maui Department of Housing and Human Concerns; Maui County Civil Defense Agency; Maui County Department of Fire and Public Safety; Department of Human Services, Adult Community Care Services, Maui Branch; Maui Economic Opportunity; Maui County Police Department; Hospice Maui; Hale Makua Home Health; American Medical Response; Maui Humane Society; Roselani Place; Maui Memorial Medical Center; Hawaii Department of Education; and Maui Voluntary Organizations Active in Disasters.